

ICPI Expectations:

An ICPI will serve as the primary link to contractors to help Finance maintain a picture of what is happening in the contractor arena. This position does not assume any of the Contracting Officer's authorities, but an ICPI shall be knowledgeable of agreement specifications and can provide direction and advice to both contractors and incident management personnel.

Duties may include:

- Document – Document – Document
- Treat ***all employees*** with respect
- Meet with contractors during check-in to complete compliance inspections
- Meet with supply unit regarding contractor supply requests
- Meet daily with fuel vendor to ensure credit cards from contractors are being charged
- If a mechanic is assigned, assure paperwork is complete
- Visit with Operations for contractor feedback
- Research agreements to answer questions
- Meet with contractor during demob
- Monitor transport use and documentation
- Monitor performance evaluation forms and submit to CO
- Meet regularly with PROC and FSC for updates
- Monitor shift tickets for accurate completion
- Work with Plans regarding contractor extensions
- Assist with resolution of any other outstanding issues
- Obtain necessary documentation on non-compliance issues; maintain communication with Contracting Officers and Contracting Officer Representatives on issues of non-compliance
- Follow procedures/policies of the agency you're working with
- Participate in ICPI Conference calls, tentatively scheduled for Wednesdays at 1300, throughout the fire season.
 - 888-844-9904 passcode 693682#